

Logging into iPROC

1. Access the IAS web site (<http://ias.usda.gov/>)
2. Click on '**Requisition Module**' link
3. Review the USDA Security Agreement and click the **[Accept]** button to continue
4. Enter **Username** and **Password**
5. Click the **[Log On]** button

Selecting Document

Searching by Requisition Number

1. Click on the **Receiving** tab
2. Select the appropriate action from the **Search** drop-down list
 - Items to Receive – to create a receipt
 - Items to Return – to return items already receipted
 - Receipt to Correct – to modify a receipt
 - Receipts to view – to view a receipt
3. Select '**Find by Requisition Number**' from the **Search** criteria drop-down list
4. Enter the Requisition Number in the **Search** text box
5. Click the **[Go]** button

Searching by Order Number

1. Click on the **Receiving** tab
2. Select the appropriate action from the **Search** drop-down list
3. Select '**Find by Order Number**' from the **Search** criteria drop-down list
4. Enter the Order Number in the **Search** text box.
5. Click the **[Go]** button

Full Receiving / All Items on Req Received

Selecting Items to Receive

Note: Only Requisitions that have been awarded can be receipted against

1. Review to ensure the Requisition Number and the Order Number are correct
2. Click the '**Select All**' link above the **Select** column for all lines to be receipted
3. Verify number of items received in the **Receipt Quantity** column
4. Click **[Next]**

Enter Receipt Information

1. Review *Receipt Date* is correct
2. Enter any additional information about the receipt
 - Waybill (optional)
 - Packing Slip (optional)
 - Transaction Code (optional)
 - Receipt Comments (optional)
3. Click **[Next]**

Review and Submit

1. Review Receipt Information
 - Receipt Date
 - Requisition Number
 - Item Description
 - Unit
 - Receipt Quantity
2. Click **[Submit]** to process receipt of goods

Partial Receiving / Portion of Req Received

Selecting Items to Receive

Note: Only Requisitions that have been awarded can be receipted against

1. Review to ensure the Requisition Number and the Order Number are correct
2. Click the check box under the **Select** column *for the lines to be receipted*

Note: **Express Receive** should **NOT** be used when creating partial receipts

3. Verify number of items received in the **Receipt Quantity** column
4. Click **[Next]**

Enter Receipt Information

1. Review *Receipt Date* is correct
2. Enter any additional information about the receipt
 - Waybill
 - Packing Slip
 - Transaction Code
 - Receipt Comments
3. Click **[Next]**

Review and Submit

1. Review Receipt Information
 - Receipt Date

- Requisition Number
- Item Description
- Receipt Quantity

2. Click **[Submit]** to process receipt of goods

Returning Items

1. Click on the **Receiving** tab
2. Select '**Items to Return**' from the **Search** drop-down list
3. Select '**Find by Requisition Number**' or '**Find my Order Number**' from the **Search** criteria drop-down list
4. Enter Requisition Number or Order Number in the **Search** text box
5. Click the **[Go]** button
6. Enter the quantity of items you are returning, under the **Return Quantity** column, under the relevant line item(s)
7. Click **[Next]**
8. Enter Return Information
 - Reason (optional)
 - Return Material Authorization (optional)
 - Comments (optional)
9. Click **[Next]**
10. After reviewing **Return Information**, click **[Submit]** to process return of goods

Set Up a Receiver Proxy

Note: A Receiver Proxy will need to be set up if the requisition's original Requisitioner will be unable to receive for the goods

1. Follow the steps under the **Logging into iPROC** portion of this brochure
2. Click the '**Click here to reassign your notifications**' link under **To-Do List**
3. Click **[Create Rule]** button
4. Select Item Type '**PO Confirm Receipt**'
5. Click **[Next]**
6. Ensure notification indicates "*You are the designated Receiving Proxy of items on this order*"
7. Click **[Next]**
8. Enter Routing Rule Response Information

- Start Date and Time (required)
 - End Date and Time (optional)
 - Message (optional)
9. Select **Reassign**
 10. Click on the *Flashlight* icon to search the name of your receiver proxy
 - Display Name (search by name)
 - User Name (search by IAS User ID)

Note: Ensure Proxy has the ability to create receipts in IAS, i.e. a Requisitioner who has a valid IAS iPROC login ID and password
 11. Click the **[Go]** button
 12. Select Proxy's Name and click **[Select]**
 13. Ensure Proxy Name displays in the *Reassign Box*
 14. Click **[Submit]**

Tips and Tricks

Save Time Using 'Express Receive'

If you do not wish to include comments on your receipt, Express Receiving will take you directly to the *Receipt Confirmation* Page. The following rules apply in order to Express Receive:

- Receiving ALL awarded items on the requisition that have not already been receipted
- Current system date is actual receipt date of goods
- Do not wish to enter comments, tracking number, etc

After locating the requisition or order number and selecting all line items, click **[Express Receive]** and **[Submit]** to process receipt of goods. You can also

click on the *Express Receive icon*  on the main receiving page.

Searching via Flashlight

Any field with the Flashlight icon provides a search capability for that field

1. Click on the *Flashlight* icon
2. Select the Search By criteria from the drop-down list

3. Enter the value of the search criteria
4. Use a '%' before and after the value to serve as a wild card / search for variations on the value
5. Click the **[Select]** button next the result that matches

Help and Support

IAS Website

Visit <http://ias.usda.gov/> for user guides, procedures/policy documents, release notes, and the latest news on IAS. Also, find Quick Tips and FAQs

Help Desk

IAS Help Desk is the first line of support for IAS Users. All issues encountered need to be logged with the IAS Help Desk to facilitate tracking and resolution. IAS Help Desk addresses User functional and technical issues and provides an avenue for User enhancement and system change requests

- Help Desk personnel are available from 8 AM – 8 PM Eastern Standard Time Monday through Friday
- IAS Users can log and create their Help Desk tickets through the following channels 24 hours a day:
 - Internet: <http://www.iashelpdesk.com/request.htm>
 - E-mail: support@iashelpdesk.com
 - Telephone: 1-866-IAS-8686

Receiving in IAS



IAS Quick Reference Guide